

LANCASTER COUNTY MAINTENANCE AND CONSTRUCTION MANAGER

NATURE OF WORK

This is responsible technical work performing maintenance and supervising the planning and coordination of inmate work crews involved in major repair, demolition and construction projects involving the Corrections Department, other governmental agencies and non-profit organizations.

Work involves scheduled maintenance and emergency repair of facilities, equipment, systems & vehicles; planning, coordinating, and supervising the work of inmate work crews; and ensuring staff and inmates follow applicable safety regulations in all construction, demolition and maintenance projects. Work also involves interviewing and selecting inmates for various work crews; coordinating major repairs and routine maintenance, and assisting in the preparation of annual and special budget estimates. Supervision is received from the Jail Administrator with work being reviewed in the form of results achieved. Supervision is exercised over inmate work crews and subordinates assisting with construction projects.

EXAMPLES OF WORK PERFORMED

Schedule, supervise and evaluate the work of subordinate personnel; interview and select inmates for work crews; schedule or provide training to inmates as needed; supervise work crew activities and scheduled work assignments; manage inmate behavior and counsel work crew inmates when problems arise.

Perform scheduled maintenance and emergency repair of facilities, equipment, systems and vehicles; plan, coordinate and provide technical advice on major repairs or physical changes to jail facilities, other City/County departments or non-profit organizations as assigned; recommend the use of commercial maintenance and repair providers when necessary; ensure staff and inmates follow applicable safety regulations in all construction, demolition and maintenance projects.

Assist in the preparation of annual and special budget estimates as needed for major expansions, building improvements, etc; monitor expenditures within budgetary funds.

Coordinate routine maintenance of departmental vehicles; schedule major repairs with the County shop.

Complete statistical reports of work projects as required; maintain equipment and supply bids reflecting County savings realized through the use of inmate labor.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the standard practices, processes, materials and equipment used in the construction, demolition, maintenance and repair of buildings and related project sites.

Thorough knowledge of work standards and practices in building trades such as electrical, plumbing and other special licensure work.

- Thorough knowledge of building code and safety requirements.
- Ability to maintain accurate records and files.
- Ability to collect and analyze technical data in preparation of cost estimates and budgetary reports.
- Ability to perform heavy lifting.
- Ability to establish and maintain effective working relationships with architects, consultants, vendors, department heads, the County Board, and co-workers.
- Ability to effectively manage inmate behavior including planning, directing and supervising the work of inmate work crews.
- Ability to plan, organize, supervise and evaluate the work of subordinate staff.
- Ability to communicate effectively both orally and in writing.
- Skill in the safe operation of various power and manual tools and equipment commonly used in construction, demolition and maintenance activities.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from a senior high school or equivalent plus considerable experience in building construction and maintenance work including experience in a supervisory capacity. Experience supervising inmates in a correctional facility and in estimating project timelines and material costs is also desirable.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus experience in building construction and maintenance work including supervisory experience or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

- Must be a citizen of the United States and be at least nineteen (19) years of age or older.
- At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the
Corrections Department.

Possession of a valid State of Nebraska driver's license when operating a vehicle is required
in the performance of assigned duties.

Approved by: _____
Department Head

Personnel Director

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